

TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT

NAME OF APPLICANT	ADDRESS	ZIP CODE	TELEPHONE
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APPLICANT'S SIGNATURE	SITE AREA
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ADDRESS OR LOCATION OF PROJECT SITE	PARCEL NUMBER	ZONING
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APPLICANT SUBMITTAL CHECKLIST

NOTE TO APPLICANTS

A Development Application must include certain minimum information before a project will be accepted as complete and processed for review as the submittal begins a legal time limit. The applicant is responsible for submitting the general information listed below as well as the specific application requirements indicated on the attached sheets. All information, including plans, must be clear, legible and easily readable. Incomplete, inaccurate, or illegible information will be accepted and will delay processing your application.

1. _____ COMPLETED APPLICATION FORM - Form must include the signature of the property owner(s).
2. _____ LETTER OF JUSTIFICATION - For all applications except a single family residence with no demolition.
3. _____ ENVIRONMENTAL CHECKLIST FORM - Form must be completely filled out. Available online at www.losgatosca.gov/planning.
4. _____ HAZARDOUS MATERIALS/AIR QUALITY CHECKLIST - Form must be completely filled out.
5. _____ WRITTEN DESCRIPTION OF PROPOSED PROJECT - A complete written description of the proposal.
6. _____ APPLICATION FILING FEE - Fee for proposed application based on Planning fee schedule.
7. _____ STRUCTURE CONDITION REPORT - For demolition of any residential structure.
8. _____ VERIFICATION OF PROPERTY OWNERSHIP AND EASEMENTS - One copy of a grant deed of subject property. Two copies of a preliminary title report of subject property if new development (i.e. new construction, additions, grading, subdivisions, etc.) is proposed.
9. _____ BUILD IT GREEN GREENPOINT RATED CHECKLIST – For residential projects. There is a list for remodels, new single family residential, and new multi-family residential. Available at www.losgatosca.gov/planning.
10. _____ HILLSIDE DEVELOPMENT STANDARDS & GUIDELINES COMPLIANCE CHECKLIST – For hillside projects.
11. _____ WELL QUESTIONNAIRE
12. _____ PHOTOS OF PROPERTY - Photos of the subject property from each side and photos of adjacent properties.
13. _____ MINIMUM SIX (6) SETS OF COMPLETE DEVELOPMENT PLANS - If the application is for a Planned Development of 5 or more lots or if the application is for a subdivision of 5 or more lots that is not a PD - 16 sets of the map is also required.

AUTHORIZATION AND CERTIFICATION OF PROPERTY OWNER

I/We certify that , as the property owner(s), I/we authorize the filing of this application. I/We understand that pursuant to the Code of the Town of Los Gatos, conditions of approval are binding upon both the applicant and landowner(s). I/We agree to implement the conditions to the best of my/our ability (subject only to the right to object at the hearing on the application(s).

Name (please print)	Address (with zip code)	Telephone
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Signature	Date
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